

Air Force Security Assistance Center

AFSAC

War-winning Capabilities ... On Time, On Cost



U.S. AIR FORCE

Air Force Letter of Request Automation (LOR- A) Tool Tutorial

Integrity - Service - Excellence



LOR-Automation Tool



- This tutorial is provided as a visual aid to assist in learning to use the LOR-Automation Tool.
- Further details are available in the LOR-Automation Tool User's Guide.



LOR-Automation Tool



AFSAC

File Edit View Favorites Tools Help

AFSAC Online

AFSAC Online Links

- Home
- What's New
- System Requirements
- FAQ's
- Security
- Feedback
- Tech Support
- Apply for AFSAC Online and/or SAMIS Account
- Change Password
- Forgot Password
- Security Cooperation Information Portal (SCIP) Web Site
- Apply for SCIP Portal Account

Application Links

- Applications Suite (if you are having problems, See system requirements page)
- Supply Application
- Letter of Request (LOR) Preparation Checklist
- Letter of Request (LOR) Submission
- Logistics Applications
- Financial Applications

AFSAC Online

- **SCHEDULED OUTAGES-->**
- **NEW** The new LOR-Automation Tool is in Production Mode as of 3 January 2011.
- **FY11 MSD Prices 17-Sep-2010**
- Business applications
(Use the navigation links on the left to access the business applications)

We currently offer a range of Business Applications to provide our customers visibility into their country programs.

The Application Suite is a re-host of the most commonly used SAMIS queries such as: Requisition History, Catalog Data, Contract Data and Narrative.

We also provide a number of Logistics and Financial Applications as well as Worldwide Warehouse Applications (WWRS), Technical Order Processing System (PROS) II Monthly Metrics, Letter of Request (LOR) Submission/ Validation and AFSAC Online Metrics.

We are constantly striving to develop new tools for our customers. Look for account automation features such as automated password resets.

Trusted sites | Protected Mode: Off | 100%

**Choose this
option to
access the
LOR-
Automation
Tool**



LOR-Automation Tool



Choose this option to access the user guide. The guide will assist in the preparation of the LOR.



LOR-Automation Tool



Choose this option to access the LOR Automation Tool to prepare and submit LORs.



LOR-Automation Tool

Classified Challenge

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Wright Patterson AFB, Ohio 45433

Will this LOR result in an LOA that requires classification for your country?

Yes

No

IMPORTANT NOTICE: Please save your information often, especially if you need to check sources or will leave the application idle for any length of time. It is HIGHLY recommended to have all material ready before you start the submission process! A time-out warning message will appear after 20 minutes, and the application session will terminate after 30 minutes. If the session stops like this, any data not saved will be lost and will need to be re-entered. At that point, you will have to exit and restart the application to begin a new session!

**Does the
partner want
the final LOA
to be
classified?**



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This tool is for unclassified use only.

If you wish to submit an LOR for a classified LOA, you must use classified channels.

Please contact your Command Country Manager.

You may close the web page, or click OK to return to AFSAC Online.

If the response is “Yes” to the classified question, you will receive this message.

This system cannot accept classified information. Clicking “OK”



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Classified Challenge

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Will this LOR result in an LOA that requires classification for your country?

Yes

No

IMPORTANT NOTICE: Please save your information often, especially if you need to check sources or will leave the application idle for any length of time. It is HIGHLY recommended to have all material ready before you start the submission process! A time-out warning message will appear after 20 minutes, and the application session will terminate after 30 minutes. If the session stops like this, any data not saved will be lost and will need to be re-entered. At that point, you will have to exit and restart the application to begin a new session!

Does the partner want the final LOA to be classified?

If the answer is “No”, the user will be sent to the



LOR-Automation Tool

Log In Screen

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Login
(Please use AFSAC Online login credentials)

User Name:

Password:

To obtain a user name and password click [here](#).

Users log in using their AFSAC Online user ID and password.

A user has four chances to enter credentials correctly. After the fourth incorrect attempt, the user is returned to the AFSAC Online Home Page.

If there is a problem



LOR-Automation Tool

Starting the LOR

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Start
Logout
Reference:

START

The USG reserves the right to evaluate all Letters of Request (LORs) for eligibility and regulatory compliance, and as a result all requirements may not be provided as requested.

For Country:

U.S. Branch of Service

☒ Air Force
☐ Army
☐ Navy

Start a new LOR ☒

NOTE: Click "Continue" to view/change an existing LOR.

To begin entering an LOR:

Select the appropriate Country Code (pick from drop down)

Select US Branch of Service for the LOA

Identify if this is a new LOR (not previously started) - click on box and hit continue



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Entering the LOR

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Start
Logout
Reference

Add a new LOR for: BN

☐ Price & Availability (P&A)

☒ New Letter of Offer and Acceptance (LOA)

If follow-on, enter previous case, if known: ABC

New LOR provides same item or service as previous case: ☒

☐ Amendment to Add or Reallocate Funds

☐ Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)

Enter a unique Country Reference Number:

Test Case for the User Guide

This LOR is in support of:

Creating the LOR Automation Tool User Guide

Reset

Previous New LOR

Identify type of LOR:

P&A - request for Rough Order of Magnitude (estimated) pricing and availability status

New LOA - request for New LOA - could be follow on to an existing case (if identical to existing case, check box and provide current designator)

Amendment to Reallocate Funds - request to move funding from one line to another (on one case or between cases); check box if involving training (T case)

Change LOA - request for amendment or modification (must provide current case designator)

Unique Country Reference Number



LOR-Automation Tool

Entering the LOR

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Start
Logout

Reference:

View or Change Your LOR

Search by:
Country Reference Number

Select Country Ref Number ▼

View Change

Previous

Returning to work on an existing LOR

Once a partner has started working on an LOR, saved some portion, and exited the system, the LOR can be retrieved to allow for completion of the LOR.

Click on the drop down arrow to see a list of LORs. The listing of LORs is built as LORs are entered into the system.



LOR-Automation Tool

Entering the LOR

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Start
Logout
Reference

View or Change Your LOR

Search by:
Country Reference Number

Select Country Ref Number

Select Country Ref Number

TinaKonjicASCLOR - (Unreviewed)

Testing PA funding - (Submitted)

Tina testing notification messages - (Submitted)

Testing Submission - (Review)

Memo 14 - (Unreviewed)

Testing 9 Jun - (Unreviewed)

testing 9 jun identical - (Unreviewed)

testing SAF - (Unreviewed)

testing - (Unreviewed)

memo 12 gh - (Unreviewed)

Previous

Returning to work on an existing LOR

Next to every LOR the user can see the current status of the LOR.

Meaning of Status:

- **“Unreviewed”** status means the LOR is being developed by the user and has not been submitted to the CCM.
- **“Submitted”** means the LOR has been submitted to the CCM, but the CCM has not started the review.
- **“Reviewed”** means the LOR has been opened by the CCM and is in review.
- **“Pending”** means the LOR has been reviewed by the CCM, but there are questions that need to be answered by the submitter before the LOR is validated by the CCM.
- **“Valid”** means the LOR has been submitted, reviewed, and the LOR is valid and can be used to develop an



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Entering the LOR

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General Screen Information

These features are displayed throughout the rest of the process

The screenshot shows the LOR Automation Tool interface. At the top, a black header bar contains the text "LOR Automation Tool", "Air Force Security Assistance Center", and "Wright Patterson AFB, Ohio 45433". Below this is a navigation bar on the left side, listing various options: Existing LOR, Partner Branch/Funding, Materiel/Service, Add Items, Sole Source Vendor, Attachments, Preview, Country Routing, Submission, Logout, Reference, SAMM, LOR Automation Tool User's Guide, LOR Automation Tool Tutorial, Pre-case Transportation Assessment, Checklists, USAF Cargo, USAF AEWBC, AMRAMM, USAF Blanket Order Training, USAF Aircraft, and GPS Items. The main content area is titled "Current LOR Data" and contains several sections: "Price & Availability (PAA)", "New Letter of Offer and Acceptance (LOA)", "If follow-on, enter previous case, if known:", "New LOR provides same item or service as previous case:", "Amendment to Add or Reallocate Funds", and "Change Letter of Offer and Acceptance (LOA) (Amendment/Modification)". Below these sections is a text box labeled "This LOR is in support of:" with the word "Airlanes" entered. There is a "Reset" button next to it. A note at the bottom of the main content area states: "NOTE: This screen provides the opportunity to change the purpose of this LOR. If you do not want to change the purpose of the LOR, please click the 'Next' button." Below the note is an "Add Comment" link. At the bottom of the main content area are "Previous", "Save", and "Next" buttons. At the bottom left, there is an "Information" box containing fields for "Country Code", "BIN", "Country Reference Number", "Memo 14", "Validation Status", and "Unreviewed".

Navigation Bar - It is recommended to complete information in preset order, however, this bar allows movement between screens in any order

Comments Link - Opens and closes text box for any information the user want to provide such as waiver requests, etc. Comments will be displayed at the bottom of the completed LOR.

References - Contains links to the Security Assistance Management Manual (SAMM)



LOR-Automation Tool

Entering the LOR

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Partner Branch/Funding
[Change LOR](#)

Partner Branch of Service

☒ Air Force
☐ Army
☐ Navy
☐ Marines
☐ Other (Enter Below)

Check Terms of Sale:

☒ Cash
☐ FMS Credit
☐ MAP Merger
☐ Other (Enter Below)

Do you need a unique payment schedule? ☒ Yes ☐ No

Please enter more information:
twelve payments

[Add Comment](#)

[Previous](#) [Save](#) [Next](#)

Information

Country Code
BN
Country Reference Number
Testing 9 Jun
Validation Status
Unreviewed

LOR Specific Information

All information specific to each LOR will be displayed in the center panel

Partner Branch of Service - which branch of the partner's government is requesting support

Check Terms of Sale- Place checkmark in box identifying the type of funding for purchase (if more than one type is selected, the dollar amount for at least one is appreciated)

Unique Payment Schedule - Open text field-Provide



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Entering the LOR

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Selecting Case Category

This screen allows the partner to select what type of case they are interested in. Further clarification will be requested on some categories. Only one category may be chosen from this box.

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Start

New LOR

Existing LOR

Partner Branch/Funding

Material/Service

Attachments

Preview

Country Routing

Submission

Logout

Reference:

Information

Country Code
BN

Country Reference Number
TEST 1

Validation Status
Unreviewed

Material / Service Selection

Choose Material/Service for: TEST 1

CHOOSE MAJOR CASE CATEGORY:
(* Required: Must select one)

Material	Service
<input checked="" type="radio"/> Ammunition and Other Explosives	<input type="radio"/> Technical Services
<input type="radio"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="radio"/> Maintenance
<input type="radio"/> Communication Equipment (C4) and Facilities	<input type="radio"/> Training
<input type="radio"/> Equipment	
<input type="radio"/> FMSO I and FMSO II	
<input type="radio"/> Information Security	
<input type="radio"/> Publications	
<input type="radio"/> Specialized or Sustainment Support	
<input type="radio"/> Spares Requisitioning	
<input type="radio"/> Major Weapon System Sale	
<input type="radio"/> System Modifications	
<input type="radio"/> Leases under AECA (not an FMS case)	

[Add Comment](#)

Previous

Save

Next



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New LOR

Existing LOR

Partner Branch/Funding

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Country Routing

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Logout

Reference:

Information

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BN

Country Reference Number

TEST 1

Validation Status

Unreviewed

Choose Materiel/Service for: TEST 1

CHOOSE MAJOR CASE CATEGORY:
(* Required: Must select one)

Materiel

☐ Ammunition and Other Explosives

☐ CAD/PAD/Air Crew Escape Propulsion System

☐ Communication Equipment (C4) and Facilities

☒ Equipment ☒ Defined ☐ Blanket

☐ FMSO I and FMSO II

☐ Information Security

☐ Publications

☐ Specialized or Sustainment Support

☐ Spares Requisitioning

☐ Major Weapon System Sale

☐ System Modifications

☐ Leases under AECA (not an FMS case)

Service

☐ Technical Services

☐ Maintenance

☐ Training

Add Comment

Previous

Save

Next

Selections which require clarification will prompt the user for further definition of the selection.

Some items (Equipment/Publications) will ask for clarification of whether the purchaser is requesting blanket order (\$ Value) or defined order (quantity).

Some services (Technical Services/Training) will ask for clarification of whether the purchaser is requesting blanket order (\$ Value) or defined order (period of performance).

Selecting Information Security and Leases will initiate an additional requirements box to



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Country Code
BN
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TEST 1
Validation Status
Unreviewed

Material / Service Selection

Choose Material/Service for: TEST 1

CHOOSE MAJOR CASE CATEGORY:
(* Required: Must select one)

Material	Service
<input type="radio"/> Ammunition and Other Explosives	<input type="radio"/> Technical Services
<input type="radio"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="radio"/> Maintenance
<input type="radio"/> Communication Equipment (C4) and Facilities	<input type="radio"/> Training
<input type="radio"/> Equipment	
<input type="radio"/> FMSO I and FMSO II	
<input type="radio"/> Information Security	
<input type="radio"/> Publications	
<input type="radio"/> Specialized or Sustainment Support	
<input type="radio"/> Spares Requisitioning	
<input checked="" type="radio"/> Major Weapon System Sale <input type="radio"/> Aircraft <input type="radio"/> Missile	
<input type="radio"/> System Modifications	
<input type="radio"/> Leases under AECA (not an FMS case)	

Select all Material or Service Areas that apply
(* Required: MUST select at least one):

Material	Service
<input checked="" type="checkbox"/> Major System End Item(s)	<input checked="" type="checkbox"/> Technical Services <input checked="" type="checkbox"/> Defined
<input checked="" type="checkbox"/> Ammunition and Other Explosives	<input type="checkbox"/> Blanket
<input checked="" type="checkbox"/> CAD/PAD/Air Crew Escape Propulsion System	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Communication Equipment (C4) and Facilities	<input type="checkbox"/> Manpower
<input type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Training <input checked="" type="checkbox"/> Defined <input type="checkbox"/> Blanket
<input checked="" type="checkbox"/> Publications <input type="checkbox"/> Defined <input checked="" type="checkbox"/> Blanket	
<input type="checkbox"/> Spares Requisitioning	
<input type="checkbox"/> Information Security Equipment	

[Add Comment](#)

[Previous](#) [Save](#) [Next](#)

Some items (Support and Major Weapon System Sale) will ask for a further definition of type of case.

Specialized or Sustainment Support will ask for clarification as to do you want “Specialized” which is an N case or “Sustainment Support” which is an Q case.

Major Weapon System Sale will ask for clarification as to do you want “Aircraft” or “Missile”.

Selection of these categories will also prompt another box to open to allow selection of specific requirements.

This box is used to identify what articles or services the purchaser desires in conjunction with the



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This is the item input screen

Navigation Box - Using the drop down box, the partner can move between categories of items previously selected.

Add Box - Items may be entered singularly [Add Item (Manual)] or by spreadsheet [Add Multiple (Auto)]. These processes are detailed in the next slides.

Item Summary Box - Shows a listing of all items entered for a specific category. If

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Add Items
Major Weapon System Sale - Aircraft 1 Total Line Items
Ammunition and Other Explosives - 1 line item(s) In 3 Categories

Add Multiple (Auto) **Add Item (Manual)**

Custom Spreadsheet Download: Download
Choose the spreadsheet which contains the items you wish to enter:
Browse...
Process Spreadsheet
Click to add lines from the spreadsheet
Import All Lines

1 Line Item (Ammunition and Other Explosives)

	Cage Part Nbr	Stock Nbr	Qty	Noun	Unit of Issue	SSV
Delete	1234	1234-123-1234	20	Ammo	EA	<input type="checkbox"/>

[Add Comment](#)

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Add Items

Major Weapon System Sale - Aircraft 1 Total Line Items
Ammunition and Other Explosives-- 1 line item(s) In 3 Categories

Add Multiple (Auto) Add Item (Manual)

Custom Spreadsheet Download: **Download**
Choose the spreadsheet which contains the items you wish to enter:
Browse...
Process Spreadsheet
Click to add lines from the spreadsheet
Import All Lines

1 Line Item (Ammunition and Other Explosives)

Cage Part Nbr	Stock Nbr	Qty	Noun	Unit of Issue	SSV
Delete 1234	1234-12-123-1234	20	Ammo	EA	<input type="checkbox"/>

[Add Comment](#)

[Previous](#) [Next](#)

The “Add Multiple (Auto)” option is available to assist in adding many items more quickly. The system will build an input spreadsheet to allow the user faster entry.

Click the “Download” button. The Tool will then open a spreadsheet for the user to enter requirements.

The next slides provide

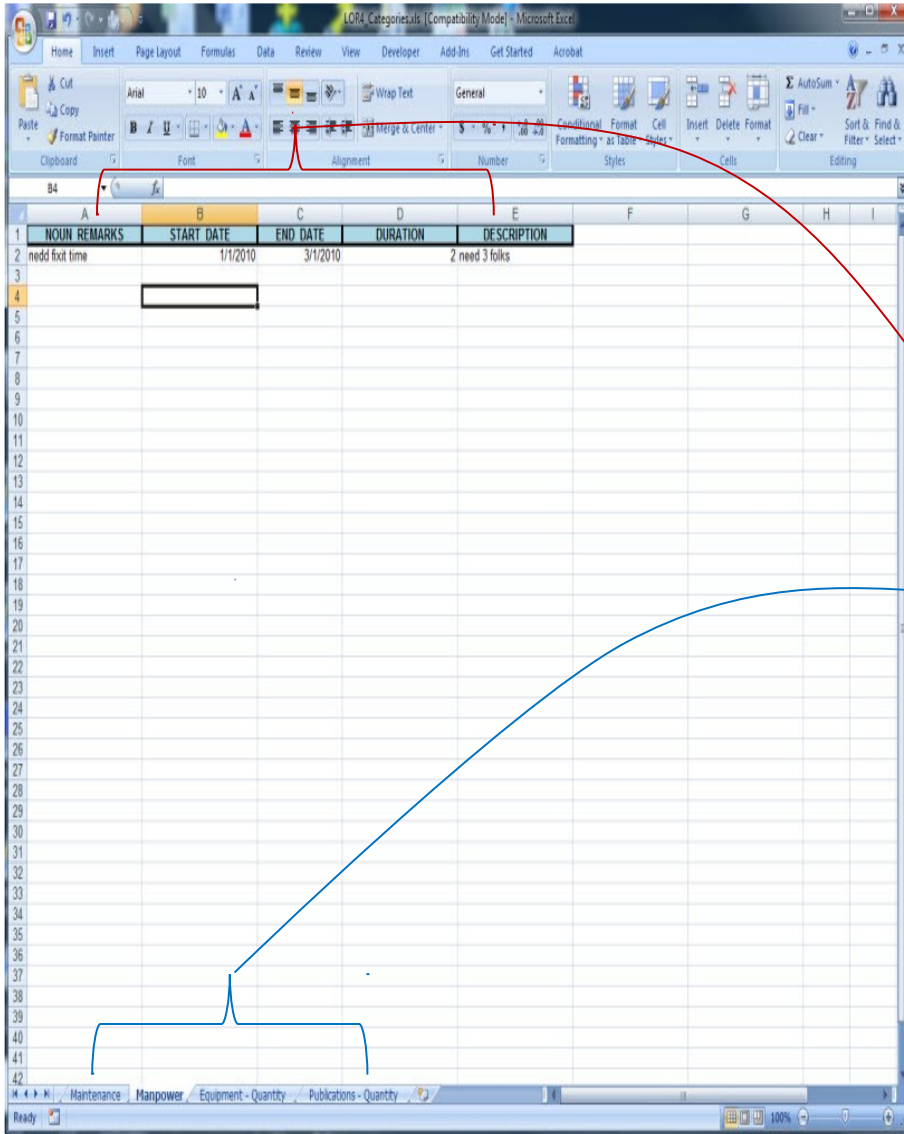


This is an example of the spreadsheet that the system will create.

The columns shown on the spreadsheet reflect the requested information for each secondary category.

The spreadsheet contains a tab for each secondary category chosen on the “Materiel/Service” screen.

After completion, this spreadsheet should be saved to the users' computer for uploading to the tool.





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After all items have been entered into the spreadsheet, the user should upload it to the tool.

Click on the “Browse” button to begin the uploading process. Locate the spreadsheet on your computer. The location of the spreadsheet should show in the browse box.

Once the spreadsheet is showing in the box, click the “Process Spreadsheet” button. The categories from the spreadsheet should show in the box.

After the categories are showing in the box, click on the “Import

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Add Items
Major Weapon System Sale - Aircraft 1 Total Line Items
Ammunition and Other Explosives - 1 line item(s) In 3 Categories
Add Multiple (Auto) Add Item (Manual)

Custom Spreadsheet Download Download
Choose the spreadsheet which contains the items you wish to enter:
Browse...
Process Spreadsheet
Click to add lines from the spreadsheet
Import All Lines

1 Line Item (Ammunition and Other Explosives)

	Cage Part Nbr	Stock Nbr	Qty	Noun	Unit of Issue	SSV
Delete	1234	1234-12-123-1234	20	Ammo	EA	<input type="checkbox"/>

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Add Items

Major Weapon System Sale - Aircraft 1 Total Line Items
Ammunition and Other Explosives - 1 line item(s) In 3 Categories

Add Multiple (Auto) **Add Item (Manual)**

Single Item Entry - (Ammunition and Other Explosives - 1 line item(s))

CAGE/Part Nbr	*Stock Nbr (NSN)	*Quantity	*Unit of Issue
1234	1234-12-123-1234	20	EA

Noun
Ammo

* signifies a required field
** signifies one or the other must be filled

Save Item

1 Line Item (Ammunition and Other Explosives)

Cage Part Nbr	Stock Nbr	Qty	Noun	Unit of Issue	SSV
Delete 1234	1234-12-123-1234	20	Ammo	EA	<input type="checkbox"/>

[Add Comment](#)

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If the user prefers to enter their requests articles/services one item at a time, click the “Add Item (Manual)” tab.

Fill in the boxes for each item requested in the category. Click “Save Item” after each entry.

The information should move to the item summary box. If an item is not required, click the “Delete” link on the line.



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Add Items

Major Weapon System Sale - Aircraft 1 Total Line Items
Ammunition and Other Explosives - 1 line item(s) In 3 Categories

Add Multiple (Auto) Add Item (Manual)

Custom Spreadsheet Download: Download
Choose the spreadsheet which contains the items you wish to enter:
Browse...
Process Spreadsheet
Click to add lines from the spreadsheet
Import All Lines

1 Line Item (Ammunition and Other Explosives)

Cage Part Nbr	Stock Nbr	Qty	Noun	Unit of Issue	SSV
Delete 1234	1234-12-123-1234	20	Ammo	EA	<input type="checkbox"/>

[Add Comment](#)

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Sole Source Vendor

If the purchaser wants an item to be purchased using a sole source vendor (SSV), they should place a checkmark in the SSV box for that item.

After all items that are being requested as sole source are marked, and the "Next" button is hit, the sole source request section will open.



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Sole Source Vendor (SSV) Information

1 item assigned to
No SSVs

Sole Source Vendors:

--Select Vendor--
--Select Vendor--
Little Man Press

[Add Comment](#)

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Information

Country Code
BN

Selecting Vendor

If the partner has used a SSV in the past, they may choose them again by choosing them from the drop down menu.

If the vendor has never been requested, they will need to be added to the drop down list. To add a vendor, click the “Add New SSV” link.



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Sole Source Vendor (SSV) Information

SSV Help

- A vendor may be selected from the dropdown list when Sole Source Vendor (SSV) data already exists. A number in parenthesis beside a vendor's name indicates the number of items assigned to this vendor.
- If the desired vendor does not exist on the list, click "Add New SSV" and enter the required information in the fields provided in the entry panel. Once completed, click "ADD SSV" button. This will add the vendor name to the dropdown box.
- Items are listed in two separate sections: 1) an unassigned section lists all items selected as being provided by an SSV but not yet associated to an actual vendor, and 2) an assigned section that lists all items associated to the vendor selected in the dropdown list.
- Select an SSV from the dropdown list. Items are assigned or unassigned by clicking the links at the right of the item description.
- Once you have chosen the reason for your sole source request, assigning or unassigning items to the SSV does not affect this choice.
- SSV information detail will be toggled by clicking the "Show Details (Hide Details)" link.
- Selecting a Reason for choosing SSV does the following:
 - A new response panel opens.
 - Justification questions will vary depending upon the reason. If you do not wish to respond to a question, please enter any character to acknowledge review.
 - Clicking the "Clear" button at the bottom of the panel will discard all entries/changes.

2 items assigned to
2 SSVs

Sole Source Vendors:
---Select Vendor---

[Add New SSV](#)

[Add Comment](#)

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A help section is available at any time by clicking on the blue question mark at the top of the screen.



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TEST 1

Sole Source Vendor (SSV) Information

1 item assigned to
No SSVs

Sole Source Vendors:

--Select Vendor--

[Add New SSV](#)

Please provide the following information for the Sole Source Vendor (SSV):
* Required
** Two of Three Required

* Full name of Vendor:
Contractor CAGE number:
** City:
** State:
** Other Location:

Is this contractor a United States Contractor? ☒ Yes ☐ No

Adding New Vendor

Step 1. When the “Add New SSV” link is clicked, another box will appear. This box requests the information on the requested SSV. The partner must supply the “Full Name of Vendor” and “City, State or Other Location.” The CAGE Code is appreciated, if known, but not required. Then click the “Add SSV” button.

Step 2. After adding the new vendor, they must be selected from the drop down menu.



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Sole Source Vendor (SSV) Information

1 item assigned to
No SSVs

Sole Source Vendors:

Little Man Press

[Add New SSV](#) [Show Details](#)

[Assign ALL Items to: Little Man Press](#)
[Assign All Unassigned Items to: Little Man Press](#)

Unassigned SSV:

Item Text	Vendor Name	Set SSV
Ammo 1234-12-123-1234 1234	Not Set	Assign

[Add Comment](#)

[Previous](#) [Save](#) [Next](#)

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Assigning Vendor

When a vendor is chosen, all items which were designated as SSV will appear.

If you are unsure if this is the intended vendor, click "Show Details" to compare locations of vendors.

Each item must be assigned to a vendor. This can be accomplished in three ways. These are detailed on the next slide.



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Assigning Vendor

There are three methods for assigning vendors to items.

1. Each item listing has an assign button. Select the correct vendor from the drop down menu, and then click the “Assign” link on the line item.

2. If there are multiple items and all of them should be assigned to the same vendor, select the vendor and then click the “Assign ALL Items to:” link.

3. If there are multiple items and many should be assigned to a single vendor, first assign the ones that go to a different vendor, and then assign the ones that go to the common vendor by clicking “Assign ALL Unassigned Items to:” link.

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Sole Source Vendor (SSV) Information

1 item assigned to
No SSVs

Sole Source Vendors:

Little Man Press

[Add New SSV](#) [Show Details](#)

[Assign ALL Items to: Little Man Press](#)

[Assign All Unassigned Items to: Little Man Press](#)

Unassigned SSV:

Item Text	Vendor Name	Set SSV
Ammol 1234-12-123-1234 1234	Not Set	Assign

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Sole Source Vendor (SSV) Information

2 items assigned to
2 SSVs

Sole Source Vendors:
Chevy (1)
[Add New SSV](#) [Show Details](#)
[Assign ALL Items to: Chevy \(1\)](#)

Assigned SSV:

Item Text	Vendor Name	Unset SSV
C-130 1234-23-123-1234 1234	Chevy	Unassign

Reason For: Chevy (1)
(* One Option Is Required to Submit the LOR)
Note: For further detail see: DoD 5105.38-M, Security Assistance Management Manual (SAMM), Chapter 6, Table C6.T2.

☒ One of the numerous suppliers can deliver faster and the situation is urgent enough to forego the benefits of the competitive process.
☐ The procurement of a non-standard item has been requested and the purchaser has identified a specific source (e.g., obsolete items no longer supported by the Department of Defense).
☐ You have an established history of procurement for articles or services from the particular source and wish to continue for equipment standardization and consequent benefits of logistics support.
☐ The designated source has won your source selection competition.
☐ You have a history of procurement with this contractor OR this contractor is the Original Equipment Manufacturer (OEM). You have an established history of procurement for articles or services from the particular source and a change would adversely affect.
☐ Other

Justification Responses:

Explain how your requested contractor's delivery schedule will meet your critical requirement (please be specific).

Explain why your requirement is of such an unusual and compelling urgency that you are willing to forego the benefits of the competitive process (please be specific).

Explain your critical requirement. Why is it critical?

[Add Comment](#)

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Reasons/Justifications

Once the items have been assigned to a vendor, the partner is then asked to provide the reason and justification for the request. The Tool will use this information to prepare the Sole Source Request portion of the LOR.

First the partner is provided with five reasons for requesting a SSV. The fifth reason is "Other." If selected, no justification questions are provided and the partner must provide full justification in the open text box provided.

After selecting a reason, the corresponding justification



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Add / Maintain Attachments

Add Attachments

Choose a file to attach:
 [Browse...](#)

Description of attachment (not required):

[Attach](#)

Attachments:

[Delete Attachment\(s\)](#)

Attachments can be in any electronic format (i.e., documents, pictures, spreadsheets, etc.)

To begin to attach a file to the LOR, click on the “Browse” button. Locate the file and click the “Open” button.

After the file location appears in the browse box, enter a brief description of the document.

To attach the file, click the “Add” button.

The file name and description should appear



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Country Routing

Country Unique Routing (Optional)
Use this feature to send email notices to officials who should preview your LOR.
Note: Check the "Send Now" box for recipients to review the LOR prior to submission to CCM.
Note: Check the "Copy on Submit" box for recipients to receive an email copy when the LOR is submitted to CCM.

Current Country Routing List:  * Required Field

Recipient Email	Send Now	Copy On Submit	
josh.moe@bandaria.com	<input type="checkbox"/>	<input type="checkbox"/>	Delete
* <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add

[Add Comment](#)

[Previous](#) [Send Country Email\(s\)](#) [Save](#) [Next](#)

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This section is available to aid country in their coordination and distribution processes.

Help is available by clicking the blue question mark.

If an address has a checkmark in the "Send To Now" column, a copy of the LOR will be sent when the "Send Country Email" button is clicked.

If an address has a checkmark in the "Copy On Submit" column, that addressee will receive a copy of the LOR when the LOR is submitted to the CCM.

Any desired email address can be entered by using the "Add" link on the bottom and supplying the requested information (name and email



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LOR Signature
(*Required - Please select contact authorized to sign the LOR)

	Name	Phone	E-mail	
Unselect	Konjic, Tina	937-904-2060	tina.konjic@wpafb.af.mil	
Select	Moe, Josh	789-456-123	josh.moe@bandana.com	Delete

[Add New](#)
[Show Details](#)

2 outstanding actions required before signing.
Please use the "View" button to view the unresolved actions.

[Add Comment](#)

[Previous](#) [Sign/Submit LOR](#) [Save](#) [View](#)

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The signatory within the Tool is the person who submits the LOR to the CCM for processing. The LOR signature list is built as LORs are submitted.

If a signatory is not on the list it may be added by using the "Add New" link (Name, phone, and email are required). **NOTE:** The email entered has to be the same email used to register for an AFSAC Online account.

All items must be resolved prior to submission of LOR.

If the person logged into the Tool, is also selected in the LOR Signature box, the "Sign/Submit to CCM" button will activate. When that button is clicked, the LOR is submitted, the status changes to "submitted", and the distribution of the LOR to the USG occurs.